



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:

December 8, 2011

Position Action #:

1112-136G5

Position:

Administrative Law Judge I

Tenure, Time Base:

Permanent, Full Time

Salary Range:

\$7494 - \$9063

Contact:

Joel Contreras (916) 263-6801

Location:

CUIAB, Appellate Operations
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

Final Filing Date:

December 22, 2011

A Freeze Exemption has been approved for this position.

The California Unemployment Insurance Appeals Board will be utilizing the *Office of Administrative Hearings Administrative Law Judge I* Open examination list to fill vacancies.

FUNCTIONS:

To review Administrative Law Judge decisions and orders on appeal to the Appeals Board in unemployment insurance benefits, related federal benefits, tax, rulings and disability matters and prepare proposed decisions to the Appeals Board in compliance with federal time lapse guidelines.

- This includes review of case files; review of hearing recordings (CDs) or transcription, exhibits and correspondence; take notes; use technology and on-line research websites to conduct necessary legal research; review and analyze written argument, additional evidence requests and other issues raised in the appeal; use technology tools, including laptops, voice-to-text software, and email to compose, edit and submit proposed decisions to typists and the Appeals Board on; and to communicate with management staff; and answer questions from Board members and staff on such cases.

To conduct Administrative hearings; as needed, for the issuance of a decision in ruling, tax, disability, unemployment and other matters as scheduled.

- To conduct hearings includes: review case files and relevant law; take notes on facts and possible course of examination; prepare and approve subpoenas, interrogatories and orders, as appropriate; assemble the parties; start digital recorder; handle phone calls in connection with appearance of parties or witnesses; instruct parties as to their rights; administer oaths or affirmations; examine parties and witnesses; control hearings; assist parties with the presentation of evidence including examination and cross-examination of witnesses; rule on the admissibility of evidence; take notes; hear closing arguments; and adjourn hearings; research relevant law; compose, edit and approve decisions setting forth statement of facts, reasons for decision, and promptly issue decision in compliance with federal time lapse standards.

To prepare necessary research on legal issues as directed by the Deputy Chief Administrative Law Judge, Appellate Operations; perform training of Board members and agency staff; prepare materials and cases for oral argument; and prepare legal opinions for the guidance of the Appeals Board.

- Attends periodic meets; participate in office, regional and annual training.
- Participates in agency committee assignments; and travel to outstation hearing facilities and to Offices of Appeals elsewhere in the State to conduct hearings.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:

CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician

2400 Venture Oaks Way, Suite 400

Sacramento, CA 95833

PLEASE NOTE:

- An application package consists of an application, writing sample and cover letter.
- Please write Position Action # “1112-136G5” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results.
- Incomplete application packages that do not contain the requested information for which you are applying may delay your consideration for the position.